



# INDIANA DEPARTMENT OF HOMELAND SECURITY

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INDIANA EMERGENCY  
RESPONSE COMMISSION (IERC)





# Superfund Amendments & Reauthorization Act (SARA TITLE III)

OR

# Emergency Planning & Community Right-to-Know Act (EPCRA)

Online Portal for EPCRA Reporting

*Tier II Manager*

[www.in.gov/dhs/3893.htm](http://www.in.gov/dhs/3893.htm)



# System Prerequisites

## Browser

- ✓ Internet Explorer 10 or above (non-compatibility mode)
- ✓ Firefox 20 and above
- ✓ Chrome 26 and above

## Components

- ❖ Turn off the popup blocker in your Browser
- ❖ Use Adobe Acrobat Reader (free download)
- ❖ Enable Javascript in your browser (this should already be set in your browser)



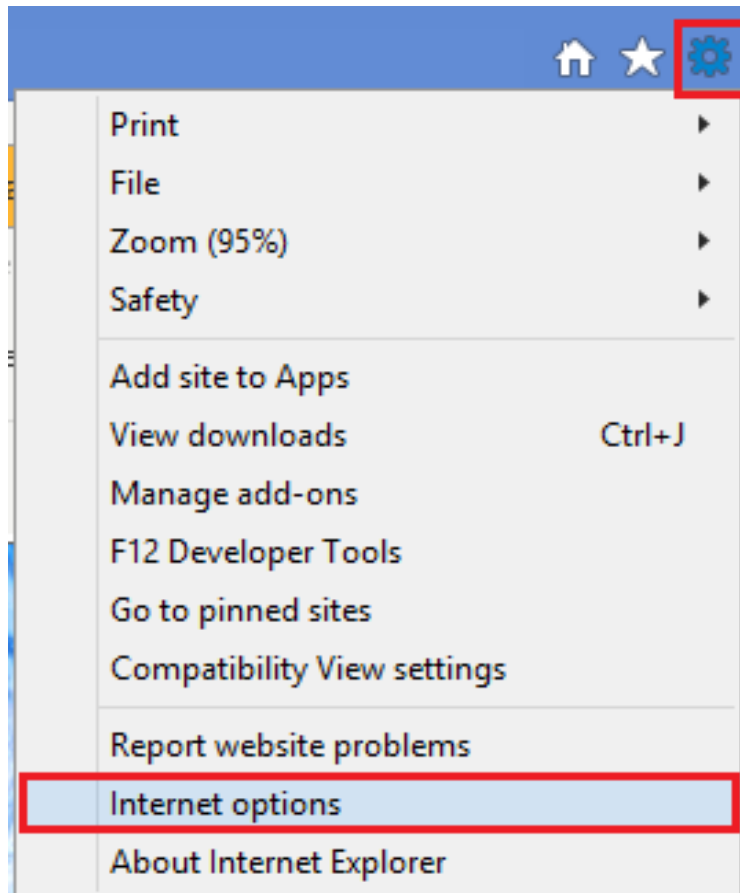
# Pop-Up Blockers

TURN OFF ALL  
POP-UP BLOCKERS

# Allow Pop-Ups in Internet Explorer Browser

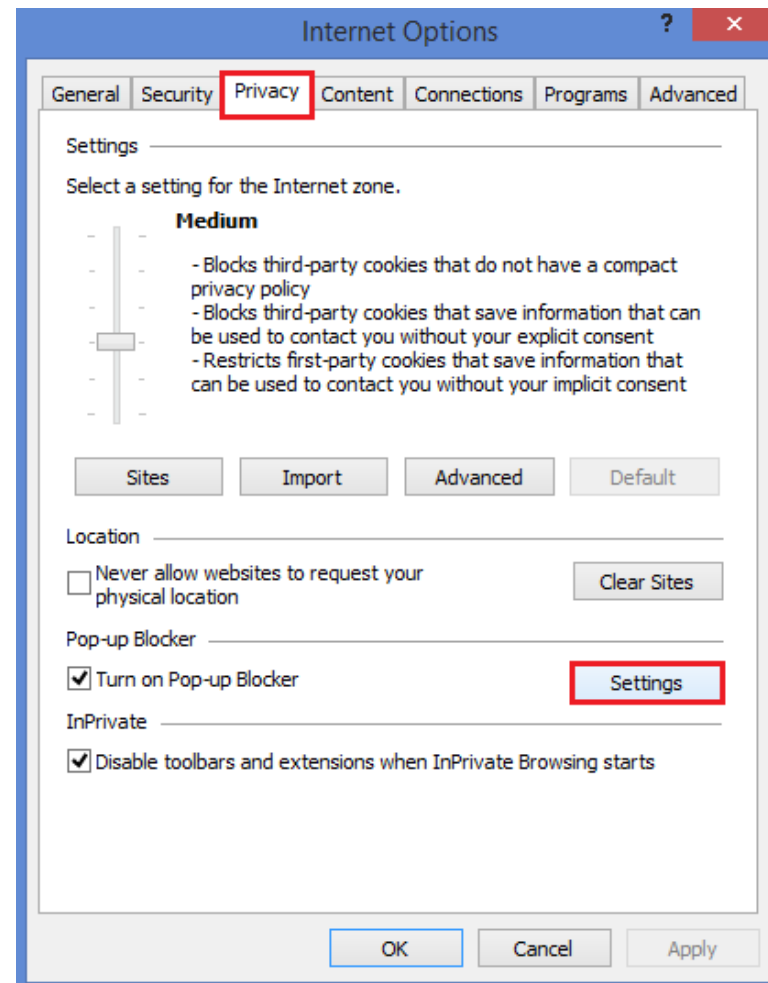
1

At the top right, click the Tools Menu, then click Internet Settings



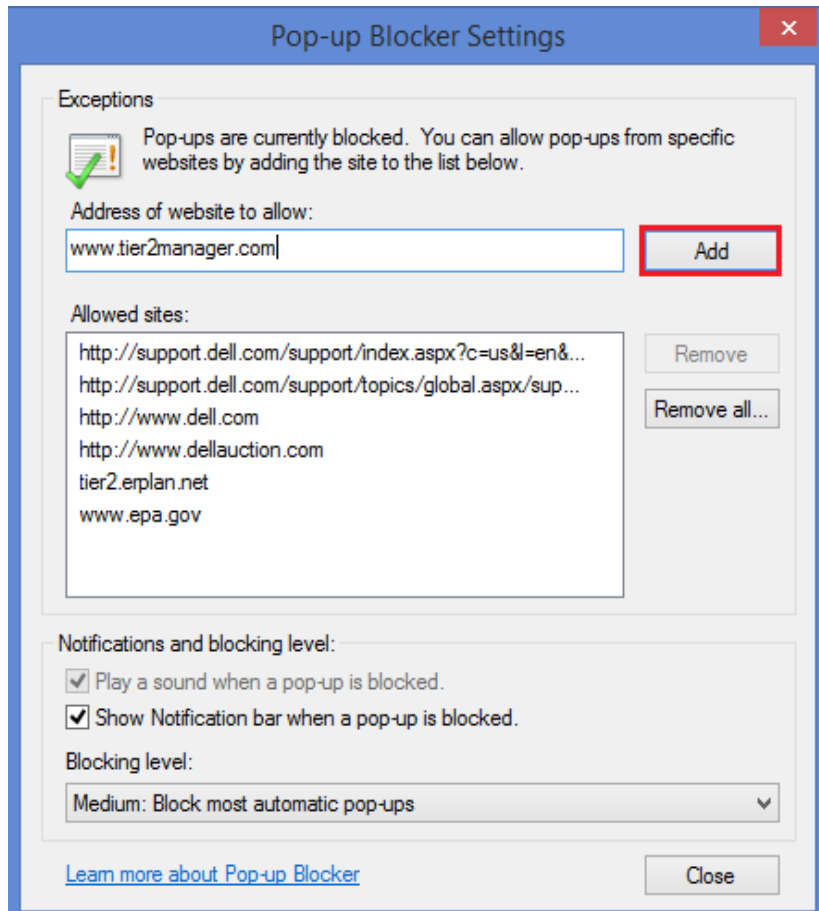
2

Select Privacy, then click Settings

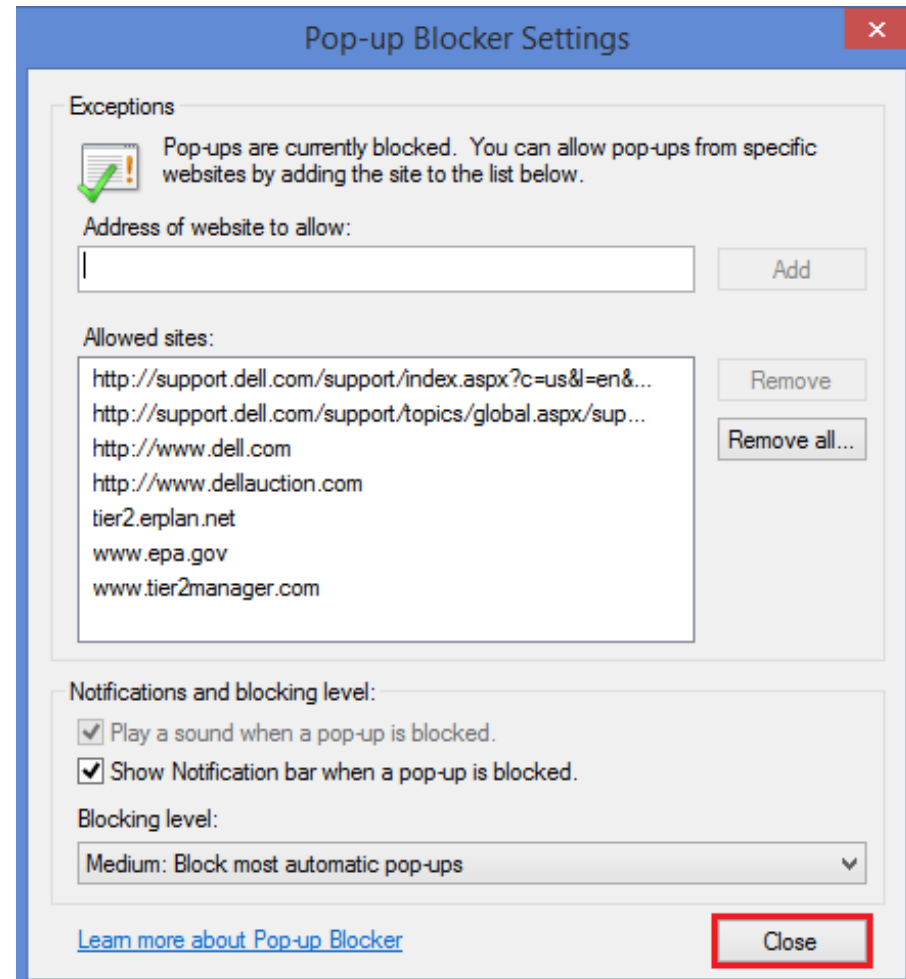


# Allow Pop-Ups in Internet Explorer Browser

3 Type in the website, then click Add.



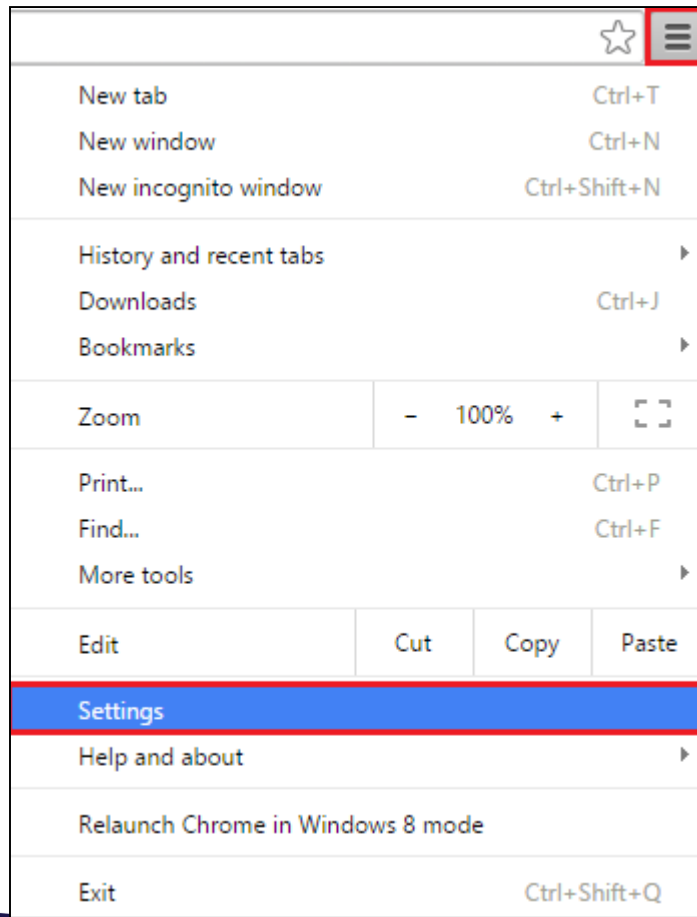
4 The site will be added to your Allowed Sites. Click Close to finish.



# Allow Pop-Ups in Chrome Browser

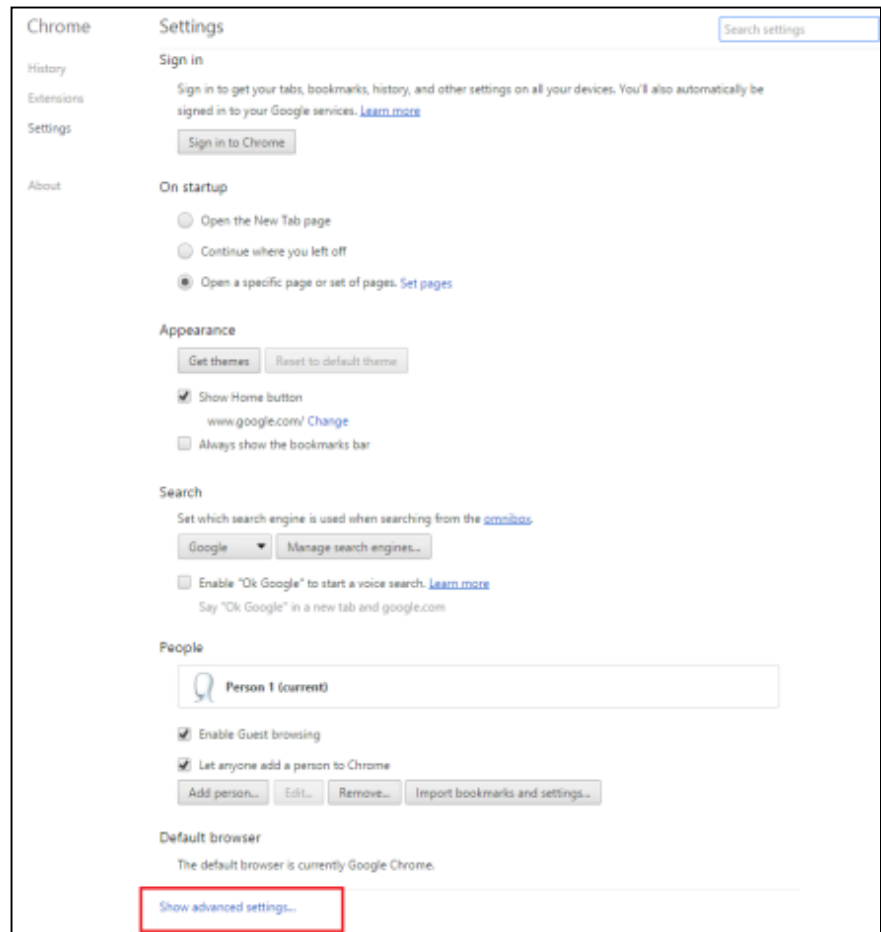
1

At the top right, click the Chrome menu, then click Settings



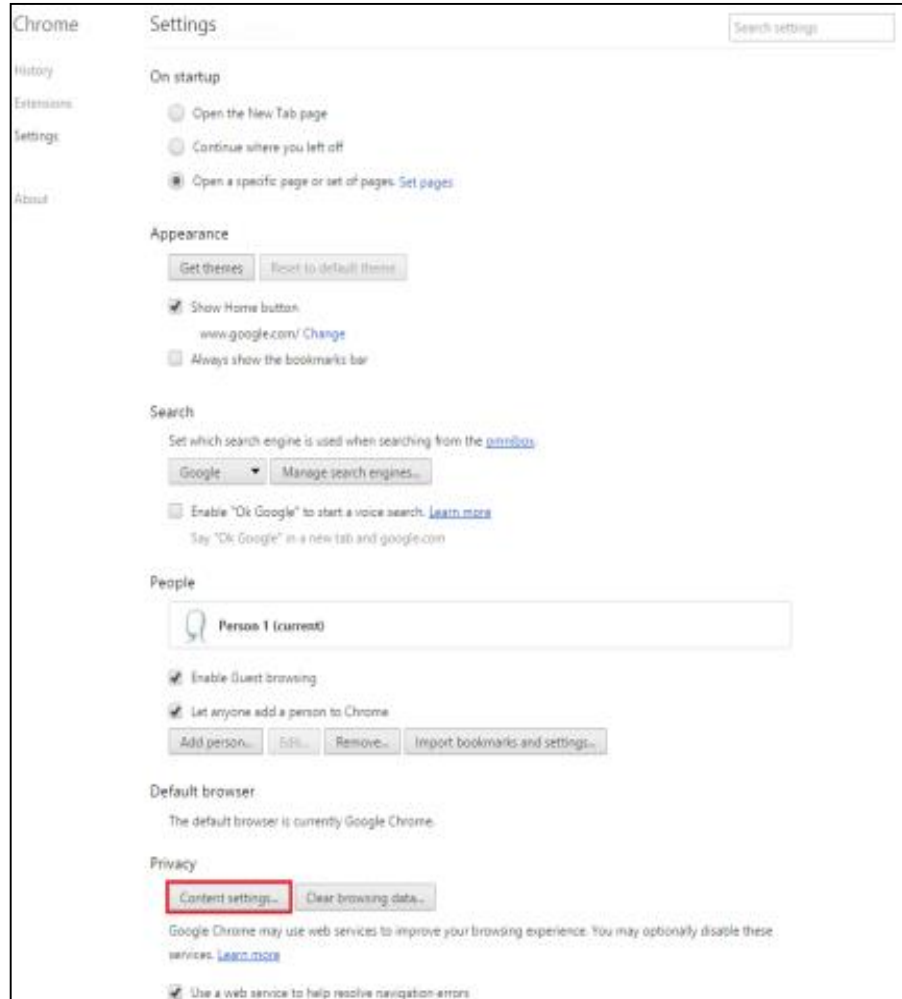
2

Click Show Advanced Settings



# Allow Pop-Ups in Chrome Browser

3 Under Privacy, click Content Settings.



4 Click Manage Exceptions. Locate/add website, set to Allow, then click Done.

## Pop-ups

- ☐ Allow all sites to show pop-ups
- ☒ Do not allow any site to show pop-ups (recommended)

[Manage exceptions...](#)

## Pop-up exceptions

### Hostname pattern

www.tier2manager.com

### Behavior

Allow

[Learn more](#)

Done





# Log-In Security Rules

- Only one user account can be set up for your facility.
- All passwords must follow this format: 8-15 alphanumeric.
- Try 'Forgot Your Password' or 'Reset Your Password' if you are not able to log in.
- Your user account will be DISABLED if you enter the wrong password more than 5 times consecutively. If your account is disabled, you will see a message when you try to log in. The system administrator will get a message to enable the account.
- If you have not used your account for a little more than one year and a half, your user account will be disabled or revoked and you will not be able to log in.
- If you still cannot log into your account, contact the system administrator. Once the account is disabled, only the system administrator can enable the account. If the account is revoked, you will need to register a new user account. Send an email to or call the system administrator, who will let you know what to do.
- To sign out of the system, click the Log Out button on the right hand side. You will be logged out of the system safely.

# EPCRA Website (top)



GOVERNOR  
**MIKE PENCE**

Text Find an Agency Find a Person Account Center Online Services FAQs Help A- A+ A+

**IN.gov**



A State that Works

DHS

Search

About  
Indiana

Agriculture &  
Environment

Business &  
Employment

Education &  
Training

Family &  
Health

Law &  
Justice

Public  
Safety

Taxes &  
Finance

Tourism &  
Transportation



## Indiana Department of Homeland Security

Expand / Collapse

### IDHS HOME

About IDHS

### INFORMATION FOR

Emergency Managers

Emergency Medical Services

Fire Departments

Firefighters

Media

Public

[IDHS](#) > [About IDHS](#) > [Boards & Commissions](#) > [Indiana Emergency Response Commission](#) > Emergency Planning and Community Right to Know - SARA Title III Reporting

## EMERGENCY PLANNING AND COMMUNITY RIGHT TO KNOW - SARA TITLE III REPORTING



Online Reporting Application: <http://tier2.dhs.in.gov>

[Presentation for Tier II Manager Facility Users](#)

[SARA III -Tier 2 Online Reporting News and Information](#)

[EPCRA Workshop Schedule 2016](#)



# EPCRA Website (bottom)

## IDHS SUBJECT LISTING

Applications, Forms & Permits

Boards & Commissions ▶

Building Plan Review

Calendar of Events

Certification ▶

Emergency Response and Recovery ▶

Fire & Building Safety / Services ▶

Get Prepared

Get Prepared en Español

Grants Management

Inspections ▶

Most Visited ▶

Planning & Assessment ▶

Press Releases

Training & Exercise ▶

Webinar Information

EPCRA, also known as SARA Title III, enacted in 1986, establishes requirements for federal, state and local governments, American Indian tribes, and industry regarding emergency planning and reporting on hazardous and toxic chemicals. The statute is designed to help communities deal safely and effectively with hazardous chemicals present in our communities. The law's primary objectives are to...

- Identify the storage, use, and release of chemicals;
- Foster communication between facilities that handle hazardous chemicals and their communities;
- Expand emergency planning for hazardous chemical accidents and enhance emergency response capabilities for hazardous chemical incidents.

*Note: Facilities must, upon request, promptly provide the appropriate local emergency planning committee (LEPC) and/or fire department with jurisdiction over the facility their Tier II emergency and hazardous chemical inventory form information as required by IC 13-25-2-10(c).*

[Section 302 - Emergency Response Planning](#)

[Section 304 - Emergency Release Notification Requirements](#)

[Section 311 - Chemical Reporting](#)

[Section 312 - Hazardous Chemical Storage Requirements](#)

[List of Lists](#)

[EHS List](#)

[LEPC Contact List](#)

Contact Information

Indiana SARA Program

% Indiana Department of Homeland Security

302 W. Washington St., Rm. E-241

Indianapolis, IN 46204

Email: [SARATr2@dhs.in.gov](mailto:SARATr2@dhs.in.gov)





# All Users Must Register



Indiana Emergency Response Commission  
Phone :855-246-0065

Online TIER II MANAGER™

You must register before using this Online Reporting System.

[REGISTER](#)

If you have previously registered, please proceed with Log In.

## SYSTEM REQUIREMENTS

- You need to use Internet Explorer 10 (non-compatibility mode) or higher, Firefox 20 or higher, or Chrome 26 or higher. Using older versions may create problems.
- You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)
- You need to enable javascript and turn off the pop-up blocker in your browser.
- If you encounter any problem, contact your technology desk to verify whether you have these requirements.
- Cookies need to be enabled in your browser. It is enabled by default.

## Log In

Username

Password

[Log In](#)

[Forgot Username?](#)

[Forgot Password?](#)

[Reset Password?](#)

Developed By 

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Version: 5.2



# New User Registration

1

## New User Registration

### New User Registration

Enter a Username and Password and complete the information below. The registration request will be sent to the System Administrator and you will be contacted via Email.

#### User Account Details

Username*	Password *	Retype Password *
<input type="text"/>	<input type="password"/>	<input type="password"/>
Hint Question*	Hint Answer*	
<div>-Select-<div></div></div>	<input type="text"/>	

#### User Contact

First Name*	Last Name*	Title*
<input type="text"/>	<input type="text"/>	<div>Select One<div></div></div>

If you enter an address outside of the US or Canada, enter the state/province name in the City field.

Company Name *	EIN		
<input type="text"/>	<input type="text"/>		
Street 1*	Street 2		
<input type="text"/>	<input type="text"/>		
City*	State*	Zip Code*	Country*
<input type="text"/>	<div><div></div></div>	<input type="text"/>	<div>United States<div></div></div>
Email*	Retype Email*	Phone*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

All system generated email notifications will be sent to the User Email entered above.

Please enter the characters as shown \*



Cancel

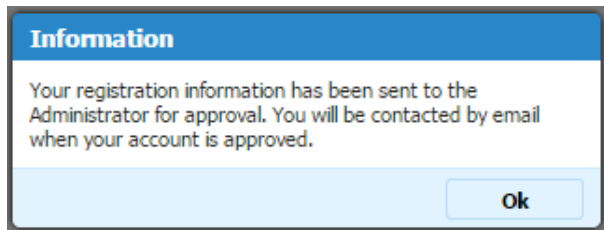
Back

Submit

# New User Registration

2

Click Submit and wait for account approval email



3

User and Admin receive registration email notification

# ADD FACILITY

## ✓ First-Time Filer

- ☐ May create 1 or more facility accounts with 1 username
- ☐ Can make individual payments or bulk payment

## ✓ Returning Filer

- ☐ May be linked to 1 or more facilities
- ☐ Can make individual payments or bulk payment



# Add Facility

## 1 Add New Facility

### Active Facilities

[Back](#)[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)[Add New Facility](#)

Facility ID	Company Name	Facility Name	Address	County	Facility Status	City	LEPC	Fire Department	312 Status	302 Status	Latest Report
Facility	abc	Facility	Address	All		City	LEPC	Fire	All	All	
1671	ABC Facility	ABC Facility Main (ID: 1671)	Main Street, Reading, PA 19605	Berks	Active	Reading	Berks County LEPC	Blandon Fire Co	Unknown	Unknown	2014 Tier II Report Annual (Initiated)

Total Results:1 Rows per page 10







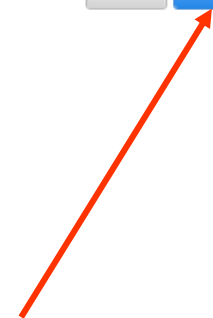
# Add Facility

2

Enter Facility Info and click Save

## Facility Identification

Location & Nature of Business		Owner/Operator	Mailing/Billing Address
Company Name *	Facility Name *		
<input type="text"/>	<input type="text"/>		
Facility ID			
<input type="text"/>			
Street 1 *	Street 2		
<input type="text"/>	<input type="text"/>		
Country *	City *		
<input type="text" value="United States"/>	<input type="text"/>		
State *	Zip Code *		
<input type="text" value="Pennsylvania"/>	<input type="text"/>		
County *	Municipality		
<input type="text" value="Berks"/>	<input type="text" value="Select One"/>		
Latitude (in decimal degrees) *	Longitude (in decimal degrees) *		
<input type="text"/>	<input type="text"/>		
<input type="button" value="Get Coordinates in Decimal Degrees"/>		<input type="button" value="DMS Conversion Tool"/>	
LEPC *	Fire Department *		
<input type="text" value="Select One"/>	<input type="text" value="Select One"/>		
Other Fire Departments responding to this site			
<input type="text"/>			
NAICS *		Nature of Business *	
<input type="text"/>		<input type="text"/>	
<input type="button" value="Search NAICS"/>			
Manned/Unmanned *		Maximum Number of Occupants at one time	
<input type="radio"/> Manned		<input type="text"/>	
<input type="radio"/> Unmanned			
Dun & Brad No			
<input type="text"/>			
Number of Full Time Employees			
<input type="text"/>			
SIC Code			
<input type="text"/>			
<input type="button" value="Search SIC"/>			
		<input type="button" value="Cancel"/>	
		<input type="button" value="Save"/>	





# Add Facility

## 3 Enter Owner/Operator details and click Save

### Facility Identification Details

#### ABC Facility Main (Facility ID: 1673)

Main Street, Reading, PA 19605, United States  
Type: Facility

Location & Nature of Business Owner/Operator Mailing/Billing Address

### Direct Site Communication

Enter general information for direct contact at the facility site (ex. Reception or Guard house) or if unmanned, next best contact.

#### Pick Facility Contact

Phone \* 24 Hr phone  
484-949-4944 x  
Fax Website (ex. http://www.yourcompany.com)

### Parent Company

If you enter an address outside of the US or Canada, enter the state/province name in the State field.

#### Pick Parent Company Contact

Parent Company Name Dun & Brad Number  
Street Address Country  
City State  
Zip Code Phone Number  
Email

### Owner/Operator Mailing Address and Contact Details

If you enter an address outside of the US or Canada, enter the state/province name in the State field.

#### Pick Owner/Operator Contact Copy Facility Address

Owner/Operator Name \* EIN  
berks  
Street 1 \* Street 2  
2125 Center Ave  
Country \* City \*  
United States Fort Lee  
State \* Zip Code \*  
Pennsylvania 90876  
Owner/Operator Phone \* 24 Hour Phone  
201-302-9494  
Owner/Operator Email \*  
test@idsinternational.com

Cancel Save



# Add Facility

4 Enter Mailing Address details and click Save

## Facility Identification Details

brown oil name (Facility ID: 110254)

street 1, city, IN 23343-24, United States

Contact: 234-324-3223,

Type: Facility

Location & Nature of Business ✓

Owner/Operator ✓

Mailing/Billing Address ✓

## Mailing Address

If you enter an address outside of the US or Canada, enter the state/province name in the State field.

[Copy Physical Address](#)

Company Name\*

brown oil comp

Attention

Street 1\*

street 1

Street 2

Country\*

United States ▼

City\*

city

State\*

Indiana ▼

Zip Code \*

23343-24

Phone \*

234-324-4234 x3

Cancel

Save



**START A  
NEW REPORT**

# List of Submissions



Indiana Emergency Response Commission  
Phone :

Online TIER II MANAGER™ Tier

Welcome Marc, NHL Pro Last Login:

[Home](#) [Facilities](#) [Incident Reports](#) [My Account](#) [Billing](#)

## [Back](#) List Submissions

To create and submit a new report, click on the "Add a New Annual/Revision/Update Report" button. To continue work on a previously started submission, click on the name of the report in the list. To view a previously completed and submitted report, click on the icon under the "view" column next to the report.

### Jagr1 (Facility ID: 110256)

1818 W. Jefferson St., Indianapolis, IN 46100, United States  
Status: Active Type: Facility

Jagr1 stores EHS over TPQ

Jagr1 stores DHS Chemicals of Interest

[Change Facility Status](#)

### Reports

[Add a New Annual/Revision/Update Report](#)

#### Tier II Report (312 Annual Report)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
5081	<a href="#">2014 Tier II Report Annual</a>	Initiated			Online	

#### 302 Reports

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
-----------	--------------------------------	--------	-----------	-------------	-----------------	------

No items to be listed

#### 311 Reports

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
-----------	--------------------------------	--------	-----------	-------------	-----------------	------

No items to be listed

[Back to List of Facilities](#)



# Start Report

## Check Report Type and select Report Class

### Start a New Report

ABC Facility Main (Facility ID: 1673)

Main Street, Reading, PA 19605, United States  
Contact: 484-949-4944  
Type: Facility

Choose a Report Type (click on button next to selection)

☒ **Tier II Report (312 Annual Report)**

Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergency and Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually by March 1 covering activities at the facility during the previous calendar year.

Choose a Report Class (click on button next to selection)

☒ **Annual for** 2014  Annuals should be submitted to meet EPCRA Section 312 Annual Reporting of Chemical Inventory for chemicals onsite during the **previous calendar year**.

☐ **Revision** Revisions should be submitted to correct errors or omissions in already submitted reports.

☐ **Update for** 2015  Updates should be submitted to capture changes to facility contacts or chemical quantities/locations onsite during the **current calendar year**.

Cancel

Proceed



# REPORT HOMEPAGE



# Edit Facility Information

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification

Back Edit Report Homepage for ABC Facility Main (ID: 1673) List Submissions

Step 1 ✓ Step 2 ⚠ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ 0 Notes

Report

2014 Annual Tier II Report (ABC Facility Main) - 5604046

Submission Status : Initiated Status Date : 9/2/2015  
Last Updated : 9/2/2015 Submission Type : Online

Print Report

Step 1 : Review Facility Information Edit

Step 2 : Review Chemical Inventory Total: 0 EHS: 0 EHS>TPQ: 0 Add Chemicals Import Chemicals

Step 3 : Review Subject to Status Edit

Step 4 : Review Report Contacts Number of Tier II Contacts: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0

Step 5 : Review Attachments Edit

Step 6 : Review Fee Exemption Status Fee Exemption Status: Not Completed. Edit

Step 7 : Submit Report Missing Information or Conflicts in the Report Data

Cancel Report (This will discard all Report data)





# Chemical Inventory

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification

Back Edit Report Homepage for ABC Facility Main (ID: 1673) List Submissions

Step 1 ✓ Step 2 ⚠ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ 0 Notes

Report

2014 Annual Tier II Report (ABC Facility Main) - 5604046 Print Report

Submission Status : Initiated Status Date : 9/2/2015  
Last Updated : 9/2/2015 Submission Type : Online

Step 1 : Review Facility Information Edit

Step 2 : Review Chemical Inventory Total: 0 EHS: 0 EHS>TPQ: 0 Add Chemicals Import Chemicals

Step 3 : Review Subject to Status Edit

Step 4 : Review Report Contacts Number of Tier II Contacts: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0

Step 5 : Review Attachments Edit

Step 6 : Review Fee Exemption Status Fee Exemption Status: Not Completed. Edit

Step 7 : Submit Report Missing Information or Conflicts in the Report Data

Cancel Report (This will discard all Report data)



# Chemical Rules

1. If you select an EHS CAS number from the lookup, then the EHS check box on the Add Chemical page will be automatically checked
2. EHS must be reported as Pure
3. When reporting a Mixture, enter both the product CAS and component CAS numbers
4. *System calculates the TPQ across the facility by aggregating the EHS amount in Pure and Mixes and identifying if it is above or below the threshold*

# Enter Chemical Inventory

1




Add a new chemical record never entered in the system  
Import chemical name/CAS from another facility in company account  
Edit an existing chemical record in the facility  
Delete an existing chemical record in the facility

Step 3 : Chemical Inventory Total: 1 EHS: 1 EHS>TPQ: 0

Add Chemicals Import Chemicals

Chemical List

Back All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

CAS No	Chemical Name	Pure/Mix	EHS	EHS Exceeds TPQ	Max Amt Stored	Edit	Delete	Is Valid
7782505	CHLORINE	Pure	EHS	No	10 lbs			

Total Results:1 Rows per page 10

# Enter Chemical Inventory

2a

Enter Chemical manually or use the CAS/Chemical lookup

Chemical Description

Search by CAS/Chemical Name

2b

Pick result from the lookup listing

## Chemical List

The chemical list is for lookup purposes only. It is not a complete, verified chemical list. If you find a discrepancy between your data and the search results, please research further before certifying. Chemicals with the same CAS number may appear several times since they are known by several names.

Double click on the chemical to select it and populate it to the screen.

CAS No	Chemical Name	IS EHS	EHS Name	Threshold Planning Quantity	Reporting Quantity
CAS	CHLORINE	Ye ▾	EHS		
7782505	CHLORINE	Yes	Chlorine	100	10
7782505	CHLORINE MOL.	Yes	Chlorine	100	10
7782505	CHLORINE MOLECULE (CL2)	Yes	Chlorine	100	10
51832	CHOLINE CHLORINE CARBAMATE	Yes	Carbachol chloride	500/10,000	500
7782505	DIATOMIC CHLORINE	Yes	Chlorine	100	10
7782505	DICHLORINE	Yes	Chlorine	100	10
7782505	MOLECULAR CHLORINE	Yes	Chlorine	100	10
Total Results:7 Rows per page 10 ▾					

# Enter Chemical Inventory

3a


CAS Number and Chemical Name are populated once you choose from the Search results listing

Chemical Description

[Search by CAS/Chemical Name](#)

CAS Number (If no CAS, type N/A) \*      Chemical Name \*

Chemical Added to Site Date 

☐ Substance is Trade Secret      Trade Secret Proof

Chemical State

[Check all that apply](#)

State \*

☒ Solid    ☐ Liquid    ☐ Gas

Chemical Format

Pure/Mixture \*

☒ Pure    ☐ Mixture

EHS Name [Search by EHS Name](#)

☒ EHS

# Enter Chemical Inventory

3b

If you enter an EHS with a two TPQ values, you will need to select more details about the format of the chemical. Each format must be reported separately.

This is an EHS with 2 TPQ values. You must report all states separately. Please indicate which state you are reporting. Choose only one: (1) powder with particle size < 100 microns, (2) in solution, (3) molten form, (4) solid with particle size  $\geq$  100 microns.

- ☐ Powder with particle size < 100 microns
- ☐ In solution
- ☐ Molten form
- ☐ Solid with particle size  $\geq$  100 microns

# Enter Chemical Inventory

4

Complete each column and click Save

## Chemical Details

### ABC Facility Main (Facility ID: 1671)

Main Street Reading, Pennsylvania 19605  
Contact: 894-484-9494 x 9  
Type: Facility

### Notes on Reporting Chemicals

1. Pure Chemicals and Mixture Chemicals must be reported separately.
2. If reporting an EHS chemical only, mark as "Pure". If the EHS is a part of a Mixture, enter the product name in "Chemical Name", check "Mixture" and enter the EHS (and other Ingredients) in the "Mixture Component List".



Chemical Description



Inventory & Storage

## Chemical Description

### Search by CAS/Chemical Name

CAS Number (If no CAS, type N/A) \*

7782505

Chemical Name \*

CHLORINE

Chemical Added to Site Date



☐ Substance is Trade Secret

Trade Secret Proof

Browse...

## Chemical State

### Check all that apply

State \*

☒ Solid ☐ Liquid ☐ Gas

## Chemical Format

Pure/Mixture \*

☒ Pure

☐ Mixture

EHS Name [Search by EHS Name](#)

☒ EHS

Chlorine

See Notes on Reporting Chemicals at top of this page.

## Physical and Health Hazards \*

### Check all that apply

☒ Fire

☐ Sudden Release of Pressure

☐ Reactivity

☐ Immediate(Acute)

☐ Delayed(Chronic)

## MSDS/SDS

Attach MSDS/SDS

Browse...

Cancel

Save

# Enter Chemical Inventory

5

If you select Mixture, then the Mixture section will display at the bottom

1. Answer the question about whether mixture components contain an EHS  
If Yes, the EHS component must be reported. If No, then mixture reporting is voluntary
2. Click Search icon to search for CAS number and Chemical Name or manually enter the information
3. Enter the Percentage
4. Click on Save Mixture Component button
5. Click Save at the bottom if you are done adding mixture components

Add Mix Components

Search by CAS/ Chemical Name  
CAS Number (If no CAS, type N/A)

Chemical Name

☐ EHS

EHS Name [Search by EHS Name](#)

Maximum Amount Percentage

See Notes on Reporting Chemicals at top of this page.

Save Mixture Component

Cancel

Save



# Enter Chemical Inventory

6

Complete Storage and Inventory Section and click Save

Chemical Description

Inventory & Storage

### Chemical Inventory

[Gals To Lbs Converter](#)

Maximum Daily Amount \*  
1500

Unit  
Pounds

Maximum Daily Amount Code \*  
[04] 1,000-4,999

[Gals To Lbs Converter](#)

Maximum Amount in Largest Container

Unit  
Pounds

[Gals To Lbs Converter](#)

Average Daily Amount \*  
1500

Unit  
Pounds

Average Daily Amount Code \*  
[04] 1,000-4,999

Number of Days Onsite \*  
365

Is the chemical reported voluntarily because its inventory is below reporting threshold? \*  
☐ Yes  
☒ No

### Storage Location

To enter a storage location, complete info in the "Add Storage Location" section below, and click on "Add Storage Location". Repeat for additional locations for the substance.

#### Storage Location List

No locations entered yet for this substance

#### Add Storage Location

Container Type \*  
Tank inside building

Pressure \*  
Less than ambient pressure

Temperature \*  
Greater than ambient tempe

☐ Storage Location is Confidential

Location \*  
Block C

[Gals To Lbs Converter](#)

Storage Location Max Daily Amount \*  
1500

Unit \*  
Pounds

Location Description

Save Storage Location

Cancel Save



# Gallons Converter

6a

## Chemical Inventory

### Gals To Lbs Converter

Maximum Amount Stored \*

Unit

Pounds ▼

## Gallons to Pounds Conversion Utility

Number of Gallons

22

Specific Gravity

4.4

Weight in Pounds

806.344

Calculate

Paste back to Field

# Enter Chemical Inventory

6b

Click More Storage Locations link

1. Choose Container Type, Pressure, Temperature from the list
2. Check if the storage location is confidential
3. Enter the Location and Storage Amount
4. Click Save Storage Location
5. Click Save if you are done with adding Storage Locations

Add Storage Location

Container Type \*  
Tank inside building

Pressure \*  
Less than ambient pressure

Temperature \*  
Greater than ambient tempe

☐ Storage Location is Confidential

Location \*  
Block C

[Gals To Lbs Converter](#)

Storage Location Max Daily Amount \*  
1500

Unit \*  
Pounds

Location Description

Save Storage Location

Cancel Save

# Subject to Status

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification

Back Edit Report Homepage for ABC Facility Main (ID: 1673) List Submissions

Step 1 ✓ Step 2 ⚠ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ 0 Notes

Report

2014 Annual Tier II Report (ABC Facility Main) - 5604046 Print Report

Submission Status : Initiated Status Date : 9/2/2015  
Last Updated : 9/2/2015 Submission Type : Online

Step 1 : Review Facility Information Edit

Step 2 : Review Chemical Inventory Total: 0 EHS: 0 EHS>TPQ: 0 Add Chemicals Import Chemicals

Step 3 : Review Subject to Status Edit

Step 4 : Review Report Contacts Number of Tier II Contacts: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0

Step 5 : Review Attachments Edit

Step 6 : Review Fee Exemption Status Fee Exemption Status: Not Completed. Edit

Step 7 : Submit Report Missing Information or Conflicts in the Report Data

Cancel Report (This will discard all Report data)



# Subject to Status

Enter EPCRA status to which the facility is subject.

- 312 Status is automatically marked Yes if submitting Tier II report
- 302 Status is automatically marked Yes if Chemical Inventory has an EHS over TPQ

Once completed, click Save.

## Subject to Status

### ABC Facility Main (Facility ID: 1671)

Main Street, Reading, PA 19605, United States  
Contact: 894-484-9494 x 9  
Type: Facility

#### EPCRA Section 312 (Annual Inventory) Active

The facility is subject to 312? [What is this?](#) \* ☒ Yes ☐ No

#### EPCRA Section 302 (EHS Amt>TPQ) Active

The facility is subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? [What is this?](#) \* ☒ Yes ☐ No

#### CAA Section 112(r) (RMP) Unknown

The facility is subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)? [What is this?](#) \* ☐ Yes ☒ No

RMP ID

#### EPCRA Section 313 (TRI) Unknown

The facility is subject to Toxic Release Inventory under Section 313 of EPCRA (40 CFR Part 372) [What is this?](#) \* ☐ Yes ☒ No

TRI Facility ID

Cancel Save





# Report Contacts

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification

Back Edit Report Homepage for ABC Facility Main (ID: 1673) List Submissions

Step 1 ✓ Step 2 ⚠ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ 0 Notes

Report

2014 Annual Tier II Report (ABC Facility Main) - 5604046 Print Report

Submission Status : Initiated Status Date : 9/2/2015  
Last Updated : 9/2/2015 Submission Type : Online

Step 1 : Review Facility Information Edit

Step 2 : Review Chemical Inventory Total: 0 EHS: 0 EHS>TPQ: 0 Add Chemicals Import Chemicals

Step 3 : Review Subject to Status Edit

Step 4 : Review Report Contacts Number of Tier II Contacts: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0

Step 5 : Review Attachments Edit

Step 6 : Review Fee Exemption Status Fee Exemption Status: Not Completed. Edit

Step 7 : Submit Report Missing Information or Conflicts in the Report Data

Cancel Report (This will discard all Report data)

# Report Contacts

Complete Contacts information and click Save. Use the lookup tools to carry contacts over from other facilities in your account.

ABC Facility Main (Facility ID: 1671)

Main Street, Reading, PA 19605, United States  
Contact: 894-484-9494 x 9  
Type: Facility

**Tier II Contact**  
Person knowledgeable of the information contained in the Tier II inventory form.

Pick Tier II Contact

First Name *	Last Name *	Title *	
Sharon	Wilson	EMA	
Email *	Phone *	24 Hr. Phone	Mobile/Pager
ts@t.com	243423432423	32432432423	

**Emergency Planning Coordinator**  
Required only if Chemical Inventory has Extremely Hazardous Substance quantities greater than the Threshold Planning Quantity

Pick Emergency Planning Coordinator

First Name *	Last Name *	Title *	
Jennifer	Myers	EMA	
Email *	Phone *	24 Hr. Phone *	Mobile/Pager
ts@t.com	243423432423	32432432423	

**Emergency Contacts**


Pick Emergency Contact

First Name *	Last Name *	Title *	
Frank	Gordon	EMA	
Email *	Phone *	24 Hr. Phone *	Mobile/Pager
ts@t.com	4324324333	3243243333	

Pick Emergency Contact

First Name *	Last Name *	Title *	
Sue	Soredon	EMA	
Email *	Phone *	24 Hr. Phone *	Mobile/Pager
ts@t.com	4324324333	3243243333	

Cancel Save





# Attachments

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification

Back Edit Report Homepage for ABC Facility Main (ID: 1673) List Submissions

Step 1 ✓ Step 2 ⚠ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ 0 Notes

Report

2014 Annual Tier II Report (ABC Facility Main) - 5604046 Print Report

Submission Status : Initiated Status Date : 9/2/2015  
Last Updated : 9/2/2015 Submission Type : Online

Step 1 : Review Facility Information Edit

Step 2 : Review Chemical Inventory Total: 0 EHS: 0 EHS>TPQ: 0 Add Chemicals Import Chemicals

Step 3 : Review Subject to Status Edit

Step 4 : Review Report Contacts Number of Tier II Contacts: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0

Step 5 : Review Attachments Edit

Step 6 : Review Fee Exemption Status Fee Exemption Status: Not Completed. Edit

Step 7 : Submit Report Missing Information or Conflicts in the Report Data

Cancel Report (This will discard all Report data)



# Attachment Options



Indiana Emergency Response Commission

Phone :

[Home](#) [Facilities](#) [Incident Reports](#) [My Account](#) [Billing](#)

Online TIER II MANAGER™ Tier II Reporting Year : 2015

Welcome Marc, NHL Pro Last Login: 01/07/2016, 03:23 PM

[Log Out](#)

## Add/Edit Tier II Report Attachments

Jagr1 (Facility ID: 110256)

2013 Tier II Report Annual

1818 W. Jefferson St., Indianapolis, IN 46100, United States

Contact: 317-234-9696

Type: Facility

Attachment	File	Browse File to Upload
Site Plan (Map) *		<input type="button" value="Choose File"/> No file chosen
Site Coordinate Abbreviations		<input type="button" value="Choose File"/> No file chosen
Safeguard Measures		<input type="button" value="Choose File"/> No file chosen
Facility Emergency Response Plan		<input type="button" value="Choose File"/> No file chosen

\*\* Siteplan required for Annual and Revision submission(s).

Developed By

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Version: 5.2



# Attachment Specifications

❑ Size limit for ALL files — 2 MB

❑ Types of allowed files

- » **Site Plans** — bmp|doc|docx|gif|jpg|jpeg|jng|pdf|tif|tiff|txt|xls|xlsx|zip|zipx|png
- » **Site Coordinate Abbreviation** — bmp|doc|docx|gif|jng|jpeg|jpg|pdf|png|tif|tiff|txt|xls|xlsx|zip
- » **Safeguard Measures** — bmp|doc|docx|gif|jpg|jpeg|jng|pdf|tif|tiff|txt|xls|xlsx|zip|zipx
- » **Facility Emergency Response Plans** — bmp|doc|docx|gif|jpg|jpeg|jng|pdf|tif|tiff|txt|xls|xlsx|zip|zipx
- » **Safety Data Sheets (SDSs)** — bmp|doc|docx|gif|jpg|jpeg|jng|pdf|tif|tiff|txt|xls|xlsx|zip|zipx
- » **Trade Secret** — bmp|doc|dxf|dwg|gif|jpeg|jpg|jng|tiff|tif|txt|xls|vsd|zip|pdf
- » **Local Gov't Resource** — pdf|gif|jpg|bmp|doc|dxf|dwg|jpeg|jng|tiff|tif|txt|xls|vsd|zip|xlsx|docx|png

# Enter Attachments

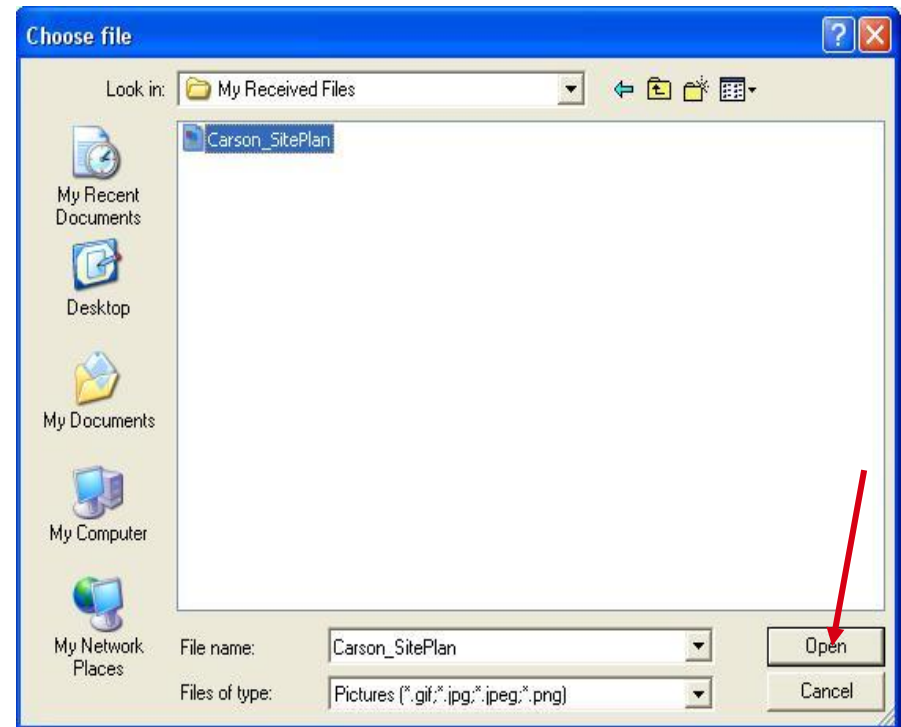
1

To attach, start by clicking Browse.

Attachment	File	Browse File to Upload	Sent as Hardcopy
Site Plan (Map) *		<span>Choose File</span> No file chosen	<input type="checkbox"/>
Offsite Response Plan (for SARA filers ONLY)		<span>Choose File</span> No file chosen	<input type="checkbox"/>

2

Identify the location of site plan on network. Click Open.



# Fee Exemption

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification

Back Edit Report Homepage for ABC Facility Main (ID: 1673) List Submissions

Step 1 ✓ Step 2 ⚠ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ 0 Notes

Report

2014 Annual Tier II Report (ABC Facility Main) - 5604046

Submission Status : Initiated Status Date : 9/2/2015

Last Updated : 9/2/2015 Submission Type : Online

Print Report

Step 1 : Review Facility Information Edit

Step 2 : Review Chemical Inventory Total: 0 EHS: 0 EHS>TPQ: 0 Add Chemicals Import Chemicals

Step 3 : Review Subject to Status Edit

Step 4 : Review Report Contacts Number of Tier II Contacts: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0

Step 5 : Review Attachments Edit

Step 6 : Review Fee Exemption Status Fee Exemption Status: Not Completed. Edit

Step 7 : Submit Report Missing Information or Conflicts in the Report Data

Cancel Report (This will discard all Report data)

# Fee Exemption



Complete the Exemption Questionnaire, then click Save

## Fee Exemption Questionnaire

ABC Facility Main (Facility ID: 1673)

2014 Tier II Report Annual

Main Street, Reading, PA 19605, United States  
Contact: 484-949-4944  
Type: Facility

This facility does not have exemption information entered for the year 2014. Please complete each question and click submit.

### 1. Is the facility owned by a government agency?

☐ Yes

You must submit a Tier II Report to the State Emergency Response Commission, the LEPC, and the Local Fire Department if the threshold planning quantity (TPQ) is exceeded for any extremely hazardous substance or any hazardous substance.

☒ No

### 2. Is it a State of Local Government entity?

☐ Yes

You are not required to submit a Tier II Report to the State Emergency Response Commission, the LEPC and the Local Fire Department. However, you are encouraged to voluntarily submit a Tier II Report so the information will be available in case of an emergency.

☒ No

### 3. Is the facility a retail gas station?

☐ Yes

If you: Store your gasoline or diesel fuel entirely underground and you are in compliance with Underground Storage Tank (UST) requirements, and you store less than 75,000 gallons of gasoline (all grades) and less than 100,000 gallons of diesel fuel, Then, you are not required to provide a Tier II Report for gasoline and diesel fuel at your facility. You must submit a Tier II Report to the State Emergency Response Commission, the LEPC, and the Local Fire Department if the threshold planning quantity (TPQ) is exceeded for any other extremely hazardous substance or any hazardous substance, including kerosene or propane.

☒ No

### 4. Is the facility a farm and are you a farmer whose principle residence is located on this farm?(You are not subject to fees.)

☐ Yes

You are not required to submit a Tier II Report for chemicals used in routine agricultural operations. However, you are encouraged to voluntarily submit a Tier II Report so information will be available in case of emergency. There is no fee for voluntary reports.

☒ No

### 5. Are you a charitable organization?(You are not subject to fees.)

☐ Yes

You must submit a Tier II Report to the State Emergency Response Commission, the LEPC, and the Local Fire Department if the threshold planning quantity (TPQ) is exceeded for any extremely hazardous substance or any hazardous substance.

☒ No

### 6. Is your facility a marina?(You are not subject to fees.)

☐ Yes

You must submit a Tier II Report to the State Emergency Response Commission, the LEPC, and the Local Fire Department if the threshold planning quantity (TPQ) is exceeded for any extremely hazardous substance or any hazardous substance.

☒ No

If your facility does not fall into either of the categories listed above, you must submit a Tier Two Report Form to the Emergency Management Division DirectLink Technology Center

Cancel Save



# Fee Summary

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification

Back Edit Report Homepage for ABC Facility Main (ID: 1673) List Submissions

Step 1 ✓ Step 2 ⚠ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ 0 Notes

Report

2014 Annual Tier II Report (ABC Facility Main) - 5604046 Print Report

Submission Status : Initiated Status Date : 9/2/2015  
Last Updated : 9/2/2015 Submission Type : Online

Step 1 : Review Facility Information Edit

Step 2 : Review Chemical Inventory Total: 0 EHS: 0 EHS>TPQ: 0 Add Chemicals Import Chemicals

Step 3 : Review Subject to Status Edit

Step 4 : Review Report Contacts Number of Tier II Contacts: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0

Step 5 : Review Attachments Edit

Step 6 : Review Fee Exemption Status Fee Exemption Status: Not Completed. Edit

Step 7 : Submit Report Missing Information or Conflicts in the Report Data

Cancel Report (This will discard all Report data)

# Fee Questionnaire



Indiana Emergency Response Commission

Phone :

[Home](#)[Facilities](#)[Incident Reports](#)[My Account](#)[Billing](#)

## Fee Exemption Questionnaire

Jagr1 (Facility ID: 110256)

1818 W. Jefferson St., Indianapolis, IN 46100, United States

Contact: 317-234-9696

Type: Facility

This facility does not have exemption information entered for the year 2014. Please complete each question and click submit.

**1. Is the facility a Federal, State, or Local Government facility?**

☐ Yes

☒ No


**2. Is the facility a Farm?**

☐ Yes

☒ No

Cancel

Save

Developed By 

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# Payment Steps



Indiana Emergency Response Commission  
Phone :

Online TIER II MANAGER™ Tier II Reporting Year : 2014

Welcome Marc, NHL Pro Last Login: 12/28/2015, 09:22 AM

Log Out

[Home](#) [Facilities](#) [Incident Reports](#) [My Account](#) [Billing](#)

## View Fee Summary

Jagr1 (Facility ID: 110256)

2014 Tier II Report Annual

1818 W. Jefferson St., Indianapolis, IN 46100, United States  
Contact: 317-234-9696  
Type: Facility

The Invoice Amount is calculated based on your report. Payment of the complete Invoice Amount is required for your report to be considered complete.

Reporting Period : 2014

Item	Rate	Quantity	Amount
Reporting Fee	100	1	100.00
Late Fee	100	1	100.00
Grand Total			200.00

Net balance as of Today: \$200

Pay Now

To proceed

Late fee

Based on the Fee Exemption status



# Payment Steps



Indiana Emergency Response Commission

Phone :

[Home](#)

[Facilities](#)

[Incident Reports](#)

[My Account](#)

[Billing](#)

Online TIER II MANAGER™ Tier II Reporting Year : 2014

Welcome Marc, NHL Pro Last Login: 12/28/2015, 09:22 AM

[Log Out](#)

Please do not click on the browser Back button.

Please print your Invoice by clicking [here](#)

Please note that the invoice does not display online payment convenience fees.

## Make a Payment

Jagr1 (Facility ID: 110256)

2014 Tier II Report Annual

1818 W. Jefferson St., Indianapolis, IN 46100, United States

Contact: 317-234-9696

Type: Facility

☒ Due Amount : \$200.00

Amount Due is the total from the current invoice and any outstanding balances. For questions regarding your account balance, please call .

### Select payment method \*

☒ Online Payment-Credit Card/ACH

The Indiana Department of Homeland Security requests facilities pay their Tier II fees and any past due fees online. To make a payment, you will be redirected to the Value Payment Service website where you will have the option to pay via a variety of credit card types or e-check. If you are unable to complete your transaction online, please contact the Indiana Department of Homeland Security on .

Choose the payment method and select Continue

# Payment Steps



(Do not use your browser's "Back" button. Instead, please navigate using the buttons below.)

1

PAYMENT  
DETAILS

2

REVIEW  
INFORMATION

3

PAYMENT  
RECEIPT

## Account Information

Payment Type: Indiana Department of Homeland Security

Invoice Amount: Reporting fees \$200.00

## Payment Details

Select Payment Method\*



Payment Amount: \$ 200.00

Card Number\*

XXXXXXXXXXXXXXXXXX

Expiration Month\*

—

Expiration Year\*

—

CVV\*

123

[What is CVV?](#)

## Billing Information

☐ Check this if card address is international.

Cardholder First Name\*

First Name

Last Name\*

Last Name

Billing Address\*

AnySt #1278

City\*

Anytown

State\*

—Select—

ZIP code\*

37512

Contact Phone Number\*

Phone Number

Email Address

email@email.com

Continue

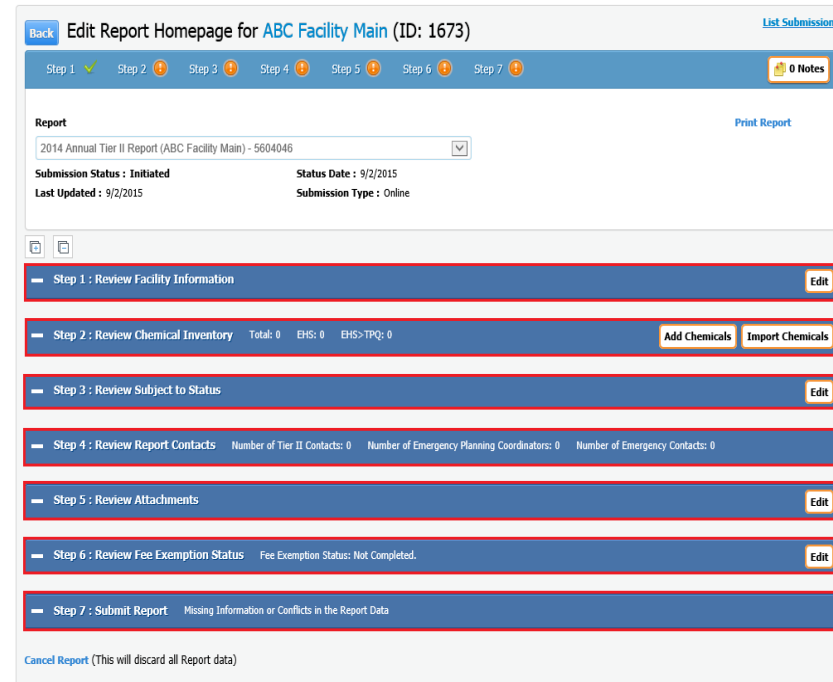
Enter Payment Details and select Continue

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Powered by [ValuePaymentSystems](#)

# Certification

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification

The screenshot shows a web application interface for editing a report. At the top, there's a header bar with a "Back" button, the title "Edit Report Homepage for ABC Facility Main (ID: 1673)", and a "List Submissions" link. Below the header is a progress bar with seven steps: Step 1 (checked), Step 2 (warning), Step 3 (warning), Step 4 (warning), Step 5 (warning), Step 6 (warning), and Step 7 (warning). A "0 Notes" button is on the right. The main content area shows a dropdown menu for the report title "2014 Annual Tier II Report (ABC Facility Main) - 5604046", a "Print Report" link, and submission details: "Submission Status : Initiated", "Status Date : 9/2/2015", "Last Updated : 9/2/2015", and "Submission Type : Online". Below this is a list of seven steps, each with an "Edit" button: Step 1: Review Facility Information; Step 2: Review Chemical Inventory (with sub-totals: Total: 0, EHS: 0, EHS>TPQ: 0, and buttons "Add Chemicals" and "Import Chemicals"); Step 3: Review Subject to Status; Step 4: Review Report Contacts (with sub-totals: Number of Tier II Contacts: 0, Number of Emergency Planning Coordinators: 0, Number of Emergency Contacts: 0); Step 5: Review Attachments; Step 6: Review Fee Exemption Status (with sub-status: Fee Exemption Status: Not Completed.); and Step 7: Submit Report (with sub-status: Missing Information or Conflicts in the Report Data). At the bottom, there is a "Cancel Report" link with a note "(This will discard all Report data)".



# Certification

[Back](#) Edit Report Homepage for **Jagr1** (ID: 110256) Complete each step with a to submit your report. [List Submissions](#)

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8

0 Notes

**Report**

2014 Annual Tier II Report(Jagr1) - 5081

**Submission Status :** Initiated **Status Date :** 12/11/2015

**Last Updated :** 12/11/2015 **Submission Type :** Online

**Submitter Username :** Marc Torbeck [mtorbeck]

[Print Report](#)

Preview/print report for accuracy before completing Certification details

# Tier II Report



Page 1 of 3

## Tier II Emergency and Hazardous Chemical Inventory

This report is IN PROGRESS and has not been certified.

Reporting Period From January 1, 2014 to December 31, 2014

☒ Annual ☐ Update ☐ Revised ☒ Facility Information has changed from the last submission

<b>Facility Identification</b>				<b>Owner/Operator Details</b>	
Facility ID:	110256	LEPC:	Jefferson County LEPC	Name:	Bob W
Facility Name:	Jagr1	Lat/Long:	37.47/-88.4	Address:	1818 W. Jefferson St.
Company Name:	NHL Pro	Maximum Occupants:			Indianapolis, IN 46100, United States
Physical Location:	1818 W. Jefferson St., Indianapolis, IN 46100	Nature of Business:		Phone:	317-234-9696 Email: mtorbeck@dhs.in.gov
County:	Jefferson	NAICS Code:	206948	<b>Parent Company Details</b>	
Fire Department:	DEPUTY TWP VFD	SIC Code:		Name:	
Phone:	317-234-9696	Dun and Brad No:		Address:	IN, United States
<input type="checkbox"/> Manned <input checked="" type="checkbox"/> Unmanned		EIN ID(Tax Number):		Phone:	
Email:		FTE:		Email:	
Subject to EPCRA Section 312 (Annual Inventory)?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Subject to Section 112r of Clean Air Act (CAA)?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
RMP Facility ID:					
Subject to EPCRA Section 313 (Toxic Release Inventory - TRI)?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
TRI Facility ID:					
<b>Mailing Address</b>				<b>Facility Emergency Planning Coordinator</b>	
Company Name: Pro NHL				Name: Marc Torbeck	
Attention:				Title: yep	
Street Address 1: 1818 W. Jefferson St.				Phone: 317-234-9696 24 Hr.Phone: 317-234-9696	
Street Address 2:				Email: mtorbeck@dhs.in.gov	
City: Indianapolis		State: IN			
Zip: 46146		Phone: 317-234-9696			
Country: United States					
<b>Emergency Contacts</b>					
<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>24 Hr.Phone</b>	<b>Email</b>	
Rob Bob	haha	317-234-9696	317-945-9432	mtorbeck@dhs.in.gov	
Ryan Jones	lol	234-323-4342	234-565-4324	mtorbeck@dhs.in.gov	
<p>Certification and Attestation: I certify under penalty of law that I have personally examined and am familiar with the information and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. The undersigned attests, subject to the penalties for perjury, that the undersigned is the Owner or Operator of this facility, or that the undersigned is the properly authorized representative, agent, member or officer of the Owner or Operator. I agree, and it is my intent, to sign this Tier II emergency and hazardous chemical inventory form ("Tier II Report") by accessing the Indiana Emergency Response Commission Online Tier II Manager™ portal using the secure password assigned to me and by electronically submitting this Tier II Report to the Indiana Emergency Response Commission. I understand that my submission of this Tier II Report in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Tier II Report and the above Certification and Attestation.</p>				<p><b>Optional Attachments</b></p> <p><input checked="" type="checkbox"/> <a href="#">Site Plan</a></p> <p><input type="checkbox"/> Site Coordinate Abbreviations</p> <p><input type="checkbox"/> Other Safeguard measures</p> <p><input type="checkbox"/> Facility Emergency Response Plan</p>	
Name and official title of owner/operator or authorized representative		Date Signed	Telephone Number	Signature	

# Certification



## Certify Report

ABC Facility Main (Facility ID: 1673)

2014 Tier II Report Annual

Main Street, Reading, PA 19605, United States  
Contact: 484-949-4944  
Type: Facility

I certify under penalty of law that I have personally examined and am familiar with the information, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

☒ I understand that I am officially submitting this report and associated information to authorities. I also understand that once the submission is completed it will become an official archive for authorities.\*

Please [preview the Tier II Report before Submission](#)

Name of Owner/Operator or  
Authorized Representative \*

Jane Smith

Official Title \*

Director

Telephone Number \*

333-333-3333 x3

Date \*

09/02/2015

Cancel

Submit

Check Certification box and select Submit



# Notification of Certification To IERC, LEPC & Fire Dept

American Welding & Gas (Facility ID :110274) 2015 Tier II Annual Submission Certified - Online TIER II MANAGER™

To Sara Tier 2

**i** Follow up. Start by Tuesday, January 05, 2016. Due by Tuesday, January 05, 2016.

This is an automated message from the Online TIER II MANAGER™.

At 1/5/2016 8:34:43 AM, 2015 Tier II Report Annual was Certified by Username : jschoolcraft for American Welding & Gas, Facility ID : 110274.

The Tier II Report Report Submission ID is 5153.

← Tier II  
report  
completion

Perry Spencer Rural Telephone Coop., Inc. dba PSC (Facility ID: 110328) Subject To 312 Status Changed - Online TIER II MANAGER™

To Sara Tier 2

**i** Follow up. Start by Tuesday, January 05, 2016. Due by Tuesday, January 05, 2016.

This is an Automated Message from the Online TIER II MANAGER™.

At 01/05/2016, Subject to 312 Status was changed from Unknown to Active by User perryspencer for Perry Spencer Rural Telephone Coop., Inc. dba PSC (Facility ID: 110328).

← Status  
change to  
Active

Metal Fab Engineering, Inc. (Facility ID: 110301) Subject To 302 Status Changed - Online TIER II MANAGER™

To Sara Tier 2

**i** Follow up. Start by Tuesday, January 05, 2016. Due by Tuesday, January 05, 2016.

This is an Automated Message from the Online TIER II MANAGER™.

At 01/05/2016, Subject to 302 Status was changed from Active to Inactive by User Metalfab for Metal Fab Engineering, Inc. (Facility ID: 110301).

← Status  
change to  
Inactive





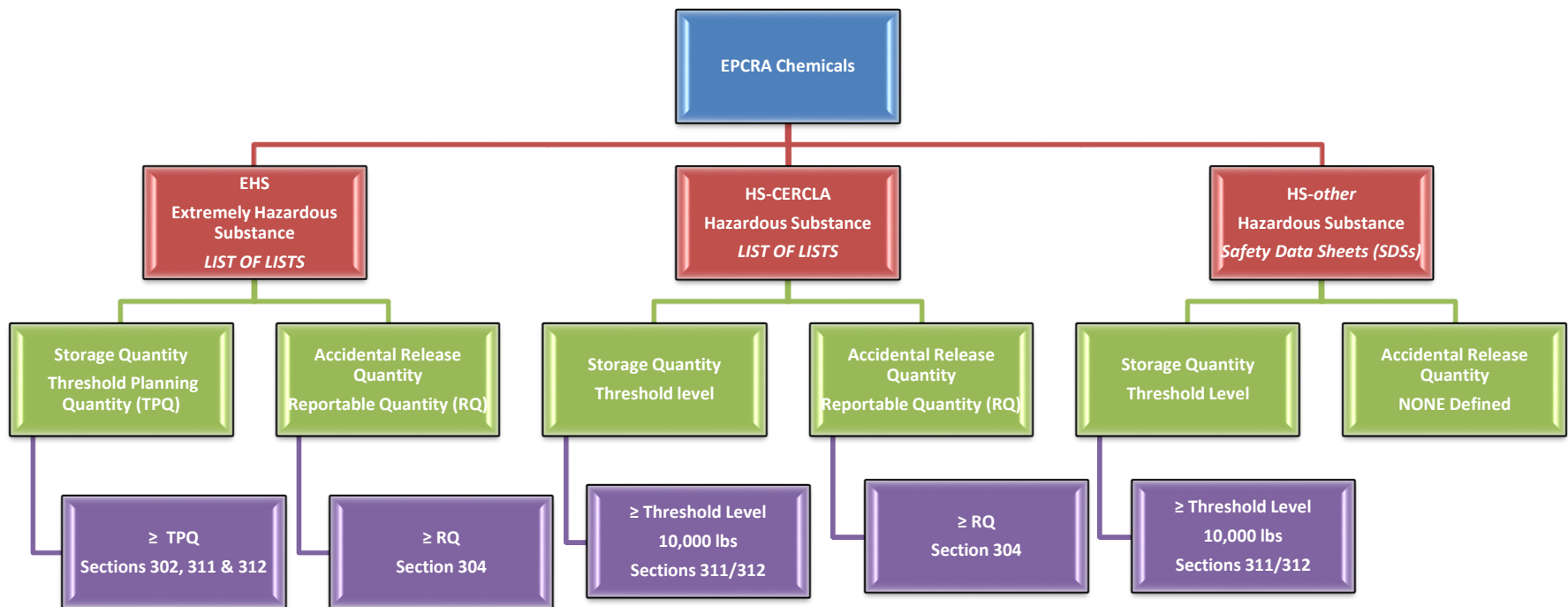
# Benefits of *Tier II Manager*

- **One-Stop Reporting:** Facilities no longer need to submit three separate Tier II reports to the state, LEPC, and fire departments. A single submittal through *Tier II Manager* satisfies reporting to all three entities (unless the LEPC and/or fire department requests paper Tier II reports from the facility)
- **Manage Facility Chemical Inventory:** LEPCs and fire departments can search for and delineate chemical types and quantities reported through the online portal for planning purposes
- **Automatic Notifications:** LEPCs and fire departments are instantly notified about facility notifications/updates.
- **Previous Facility Information:** Facility data entered last year has been uploaded to *Tier II Manager*; however, facilities will need to make some edits to facility contacts and chemical data to conform to the new platform, and submission of new site plans is required.



# EPCRA Chemical Storage, Release, TPQs and RQs...

## *Reporting Requirements at a glance*





# Frequently Asked Questions

## EPCRA Sections 301-303

<http://emergencymanagement.supportportal.com/link/portal/23002/23016/ArticleFolder/629/Emergency-Planning-EPCRA-301-303>

**Q Are there any exemptions under EPCRA Section 302 reporting?**

A NO, all federal, state, local and municipal facilities must report EHS inventories stored  $\geq$  TPQs

**Q Could EHSs be reported as mixtures?**

A NO, all EHSs must be reported as pure products

**Q Should Section 302 notifications be submitted whenever you acquire an EHS  $\geq$  TPQ?**

A NO, 302 notification is required when at an EHS is being stored  $\geq$  TPQ for the first time

**Q When should facilities report the acquisition of an EHS  $\geq$  TPQ?**

A Within 60 days upon acquisition of EHS for the first time

Within 30 days for any changes the following changes:

- Change in location or storage of chemical on site
- An EHS is no longer present on site

- Facility is no longer in operation



# Frequently Asked Questions

## EPCRA Sections 301-303

**Q** If an extremely hazardous substance is not stored on-site but is produced in a process such as incineration, is it exempt from both TPQ calculation and release reporting if the release is covered by a Clean Air Act permit?

**A** NO, a hazardous substance produced on-site in processes such as incineration, is considered present at the facility and subject to section 302 reporting requirements provided that the amount on-site exceeds the threshold planning quantity at any one time. However, if the release is federally permitted under section 101(10) of CERCLA, which includes permitted emissions into the air under the Clean Air Act, then the release need not be reported under section 304.

**Q** Are on-site contractors responsible for reporting EHSs brought on-site?

**A** YES, a contractor could be considered an operator of the facility or of a portion of the facility depending on whether he/she has enough authority. If the contractor is considered an "operator," he/she could be held liable for not making the required notifications under sections 302 or 304. If no notification is made under sections 302 and 304, owner and operator will be held liable.



# Frequently Asked Questions

## EPCRA Section 304

<http://emergencymanagement.supportportal.com/link/portal/23002/23016/ArticleFolder/662/Release-Notification-EPCRA-304-CERCLA-103>

**Q Are there any exemptions under EPCRA 304 reporting?**

**A YES...**

- ✓ Releases which result in exposure only to persons solely within the facility boundaries
- ✓ "Federally permitted release" as defined under the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) Section 101(10)
- ✓ Releases of a pesticide product that is exempt from reporting under section 103(e) of CERCLA
- ✓ Any release that does not meet the definition of release under section 101(22) of CERCLA and is therefore exempt from CERCLA section 103(a) reporting
- ✓ Any radionuclide release that occurs



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## EPCRA Section 304

**Q Should all EPCRA chemical releases be reported?**

A NO, only accidental releases  $\geq$  reportable quantity (RQ)

**Q What triggers section 304 (Emergency) notifications?**

A Accidental chemical release above RQ that will migrate off site

**Q What are the required notifications?**

A Immediate verbal notification to state and LEPC if EHS and to National Response Center (NRC) if HS [for CERCLA 103]

Written notification to IERC and LEPC

**Q Where should the written reports be sent?**

A To the IERC

**Q What is the difference between TPQ and RQ?**

A TPQ is the storage quantity of an EHS that triggers sections 302, 311 and 312 notifications

RQ is the accidental release quantity of an EHS or CERCLA-defined HS that triggers section 304 notification



# Frequently Asked Questions

## EPCRA Section 304

**Q** Is a release reportable if it's been processed by the local wastewater treatment system?

**A** YES, if it involves an EPCRA-reportable chemical. Note that NPDES/SDWA may be applicable in this scenario.

**Q** Are releases into a Publicly Owned Treatment Works (POTW) subject to CERCLA section 103(a) reporting requirements when the pollutant is specified in and in compliance with the pretreatment standards of the Clean Water Act, subject to CERCLA section 103(a) reporting requirements?

**A** NO, releases permitted under other federal programs as defined by CERCLA section 101(10)(J) are exempt from CERCLA section 103(a) reporting requirements.



# Frequently Asked Questions

## EPCRA Section 304

**Q Are reports made to state and local government agencies relayed to the National Response Center (NRC) and, if so, does the original call satisfy reporting requirements under CERCLA section 103?**

**A** Although reports are sometimes passed on to the NRC by state and local government agencies, a person responsible for reporting under CERCLA relies on such state or local "relay" of information at his/her own risk. This relay of information does not automatically satisfy CERCLA reporting requirements, and state or local agencies cannot be responsible for an individual's compliance with a federal statute. CERCLA section 103(a) specifically requires the person in charge of a vessel or facility to report immediately to the NRC a release of a hazardous substance whose amount equals or exceeds the assigned RQ. If the appropriate information is not received within an appropriate timeframe at the NRC, the person responsible for CERCLA reporting still may be found not to have complied with the section 103 notification requirements.





# Frequently Asked Questions

## EPCRA Section 304

**Q How does EPCRA address fertilizer application (e.g., 28% urea)?**

**A** Normal application of fertilizer would not need to be reported. However, an accidental release of such substances (or other release not generally in accord with its intended purpose) in excess of the RQ must be reported.

**Q Are pipelines, barges, and vessels subject to release notification?**

**A** NO, Title III (section 327) does not apply to the transportation of any substance or chemical including transportation by pipeline, except as provided in section 304, which requires notification from facilities of releases of EHSs and CERCLA hazardous substances. Section 327 exempts only HSs from reporting and does not otherwise exempt the facility.





# Frequently Asked Questions

## EPCRA Sections 311-312

<http://emergencymanagement.supportportal.com/link/portal/23002/23016/ArticleFolder/750/Tier-II-Chemical-Inventory-Reporting-EPCRA-312>

**Q** Are there any exemptions under sections 311 & 312?

**A YES, and they are listed under 311(e) as follows:**

- Solids—To the extent that exposure does not occur under normal conditions of use  
(except when solid is modified and exposure can occur)
- Facilities—Mining
- Transportation—Substances in or being stored incident to transport
- Substances—FDA-controlled; for personal/household purposes, research labs/hospitals, and routine agricultural operations



# Frequently Asked Questions

## EPCRA Sections 311-312

- Q When should facilities submit 311 reports for the acquisition of an HS ≥ Threshold Quantity (10, 000 lbs)?**
- A Within 90 days upon acquisition of new or change of HS**
- Q When is a retail gas station considered "not in compliance" with UST requirements?**
- A A facility is not in compliance with the UST requirements (and therefore not eligible for the higher EPCRA thresholds) when it first fails to meet the UST requirements. For example, if an owner or operator of a retail gas station has a tank system that was not in compliance with UST requirements, that owner or operator cannot apply the higher thresholds.**
- Q Is the growing of turf by a nursery considered routine agricultural operation?**
- A YES, agricultural operations include nurseries and other horticultural operations. Therefore, chemicals used in direct support of turf growing by a nursery are exempt.**



# Frequently Asked Questions

## EPCRA Sections 311-312

**Q. Does this exemption apply if the turf is grown and maintained by a golf course?**

**A** NO, a golf course is not an agricultural operation. Golf courses derive their income from the playing of golf, not the sale of turf or other horticultural products.

**Q Does the agricultural use exemption apply to fuels used by harvesting services to transport crops from the farm to the market or the food processor?**

**A** NO, agricultural exemption is intended primarily to cover hazardous chemicals used or stored at the farm facility. Harvesting services are not considered to be part of the growing operation. Therefore, the fuel used by the harvesting service must be reported.

**Q Does the agricultural use exemption apply to the fuel used by the farmer to transport crops from the farm to the market or the food processor?**

**A** YES, fuel used by the farmer and which is located at the farm itself would be exempt.



# Indiana EPCRA Reporting

Sections 302, 304, 311 & 312

To the State, LEPC & Fire Depts

Online Portal for EPCRA Reporting

*Tier II Manager*

[www.in.gov/dhs/3893.htm](http://www.in.gov/dhs/3893.htm)

*Note: Facilities must, upon request, promptly provide the appropriate local emergency planning committee (LEPC) and/or fire department with jurisdiction over the facility their Tier II emergency and hazardous chemical inventory form information as required by IC 13-25-2-10(c).*



# SARA Program Contact Information

- State program webpage: [www.in.gov/dhs/3893.htm](http://www.in.gov/dhs/3893.htm)
- Tier II Manager webpage: [www.tier2.dhs.in.gov](http://www.tier2.dhs.in.gov)
- Toll-free number: (855) 246-0065
- Marc Torbeck  
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